

Classification: Administrative Support Assistant (OA), NK-0303-II**Local Title:****Employing Office Location:** Orlando, FL**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology)
ASA(ALT)**1st Div:** Program Executive Office, Simulation, Training and Instrumentation (PEO
STRI)**2nd Div:** Various offices**3rd Div:****4th Div:**

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Robert Reyenga
Title: Business Operations Executive**Signature:** _____ **//SS//** **Date:** _____ **10/14/04****Higher Supervisor or Manager:** _____**Title:** _____**Signature:** _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Michael Lozano**Title:** Human Resource Specialist**Signature:** _____ **Date:** _____**FLSA:** Non-exempt**Drug Test:** No**Key Position:** No**Sensitivity:** Noncritical Sensitive**Reason for Submission:** New**Previous PD Number:****Envir. Diff:****Acq Posn Category:****Acq Career Level:****Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****Financial Disclosure:** ☐ Public Financial☐ Supervisor ☐ Manager**Citation 1:** OPM PCS MISC Clerk & Asst Series, GS-0303, Nov 79**Citation 2:** OPM GLG/Clerical & Asst Work, Jun 89**Citation 3:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99**BUS Code:** 7777 **CL:** 0700**Emergency Ess:** No**OPM Functions Code:****Status:** Competitive**Subject to IA:** Yes**Mobilization:****Career Prg ID:****CAPL Number:****Acq Posn Type:****Acq Prog Ind:****Career Spec – Sec:****Mobility:**☐ Confidential Financial☒ Neither

Acquisition Workforce Demo Project
Position Requirements Document

I. Organization Information: Position is located in a medium/large Group or Office in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position Information: Administrative Support Assistant (OA) NK-303-II

III. Duties:

Works under the general direction of the supervisor on the technical and practical aspects of preparing a variety of correspondence and managing assigned clerical projects. The supervisor defines objectives, priorities, and deadlines. The incumbent independently plans and organizes work within the parameters of established policies and guidelines. The supervisor is available for assistance with controversial or unusual problems. Completed work is reviewed for conformance to policy.

Performs specialized duties with continuing responsibility for certain projects. Independently resolves clerical/technical problems of moderate difficulty. Each assignment consists of a series of related actions prior to completion. The work involves working with others to identify problems associated with clerical/administrative programs and is concerned with making recommendations according to established policies, objectives, and requirements.

The work requires knowledge and skill to recognize problems, collect information, establish facts, and recommends appropriate action.

Interacts with customers to communicate information and to understand customer needs. Actively participates as a team member, when necessary, to accomplish projects.

Prepares and consolidates reports or correspondence. (Approx. 100%)

Performs other duties as assigned.

Please select a minimum of two of the additional duties described below.

☐ Prepares budget estimates and performs other budget related duties.

☐ Serves as the automation point of contact.

☒ Requests/purchases office supplies.

☐ Prepares Request for Personnel Actions (SF-52), Awards, and other related civilian personnel forms.

☐ Serves as the training coordinator.

☒ Performs a variety of clerical duties to include, preparing and composing correspondence; scheduling appointments and maintaining the supervisors calendar; sorting and distributing mail; and compiling and preparing reports.

IV. Factors:

FACTOR 1 - PROBLEM SOLVING - LEVEL 2

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts administrative activities for projects. Develops, modifies, and/or applies rules, procedures, or operations to resolve problems of moderate complexity/difficulty. Independently plans and executes assignments; resolves problems and handles deviations. Identifies and adapts guidelines for new or unusual situations.

FACTOR 2 - TEAMWORK/COOPERATION - LEVEL 2

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish tasks. Resolves administrative problems; facilitates cooperative interactions with others. Guides others and coordinates activities in support of team goals. Proactively functions as an integral part of the team.

FACTOR 3 - CUSTOMER RELATIONS - LEVEL 2

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides the administrative efforts of individuals or team members as they interact with customers. Independently interacts with customers to understand customers' needs/expectations. Interacts independently with customers to communicate information and coordinate actions.

FACTOR 4 - LEADERSHIP/SUPERVISION - LEVEL 2

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promote commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Actively contributes as team member or leader; takes initiative to accomplish assigned projects. Guides others in accomplishing projects. Coordinates appropriately with others to complete tasks within established guidelines. Identifies and pursues individual/team developmental opportunities.

FACTOR 5 - COMMUNICATION - LEVEL 2

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Interprets and communicates administrative procedures within immediate organization.

Prepares, coordinates, and consolidates documents, reports, or briefings.
Communicates/presents internal administrative/functional procedures and tasks internally and externally.

FACTOR 6 - RESOURCE MANAGEMENT - LEVEL 2

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Identifies and uses resources to accomplish projects. Plans resources to achieve project schedules. Effectively accomplishes projects within established resource guidelines

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Knowledge of Army correspondence and filing regulations, procedures, proper format, punctuation and grammar

Ability to use correspondence rules and regulations to prepare and/or edit written correspondence, ensuring proper use of English grammar, spelling, and punctuation

Knowledge of general office administrative and clerical procedures

Knowledge of presentation and analysis software, i.e. PowerPoint and Excel.

Ability to access or locate information through the use of a personal computer or terminal

Ability to use office automation tools and techniques to support office operations; must be a qualified typist

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit

Ability to work cooperatively as a member of a team

Ability to plan and organize work

Ability to identify problems and develop innovative solutions

Ability to gather, analyze, and present facts

Ability to interpret and apply rules, regulations, and procedures

Ability to communicate orally and in writing

Ability to advise others